



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: July 2, 2026

Agenda Item Type: Consent Agenda

Staff Contact: Brandon Perkins, Town Manager

STAFF REPORT

AGENDA ITEM:

Consideration of a proposal from the University of Georgia's Carl Vinson Institute of Government to conduct a classification and employee salary study at a cost not to exceed \$20,233.00.

BACKGROUND:

Council directed staff to include funding in the FY 2026-2027 Budget for a third-party classification and salary study to ensure that the Town's compensation plan remains competitive and internally equitable. Staff subsequently requested a proposal from the University of Georgia's Carl Vinson Institute of Government (CVIG), a respected organization with extensive experience conducting classification and compensation studies for Georgia local governments.

The Institute has proposed completing the study for a fixed fee of \$20,233.00. The FY 2026-2027 Budget includes \$40,000.00 in the Administration budget for this project.

The proposed study includes a comprehensive review of the Town's position classifications, development of updated job descriptions, analysis of comparable market salaries, evaluation of internal pay equity and compression, development of recommended pay ranges, and presentation of findings and recommendations to staff and the Mayor and Council. The project is anticipated to begin in September 2026, with a final report delivered by March 2027 and implementation assistance available through May 2027.

This engagement is for professional consulting services and, as such, is not subject to the Town's competitive bidding requirements.

The full scope of work, project timeline, and list of deliverables are outlined in the attached proposal.

Please note that, if this item is approved, staff will come back at a later date for Council consideration of a formal Memorandum of Agreement with the CVIG.

FUNDING:

\$20,233.00 from the Technical Services line in the Admin budget.

STAFF RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

CVIG Proposal

PREVIOUS DISCUSSIONS:

May 26, 2026 Budget Workshop, June 18, 2026 Council Meeting